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Class Specifications  
for the Class:

PARKING & SECURITY OFFICER II

**Distinguishing Characteristics:**

In addition to independently enforcing State parking lot rules and regulations and county traffic codes relative to vehicle parking, issuing citations to violators, protecting related property, and maintaining order in government parking lots and surrounding areas within assigned geographic locations, a position in this class performs skilled work in the maintenance, repair and testing of parking meters for a substantial percentage of time and schedules the inspection and servicing of meters.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Patrols parking lots and other government property used for vehicle parking within assigned geographic locations; may operate vehicle radio, walkie-talkie, patrol car, checks parking permits and parking meters; issues citations for parking violations; unlocks and clears parking meters of foreign objects and checks meters for defects to confirm or disprove complaints made by cited violators; reports defective parking meters; directs traffic within lots and on other government property; prohibits unauthorized parking; writes "tow-away" tickets and contacts supervisor by walkie-talkie for tow truck; observes parking lots and other government property to prevent and discourage thefts, use of slugs in meters, disorderliness, and other unlawful acts within parking and other assigned areas; questions and detains violators and contacts supervisor and/or police for assistance; coordinates with law enforcement agencies in detaining suspects and/or witnesses; gathers facts and prepares reports of accidents, incidents and complaints of State officials, employees and the general public; appears in court to present evidence and testimony; assists the general public by providing information and direction to offices and buildings; operates a cash register in the collection of parking fees, gives proper change as necessary, and balances cash with parking tickets at the end of the work shift; collects monies from parking meters and deposits in designated financial institution; assists with traffic control during special functions and emergencies; oversees work and keeps record of part-time assistants as assigned; maintains, repairs, adjusts and tests all parking meters in an assigned area; locates faulty meters as reported by employees, parking control units or the public; makes daily inspection of metered parking areas for pedestal damage, broken locks, bolts, plugged coin slots and presence of parking regulatory signs; removes, installs or replaces signs as required; determines whether minor field adjustment or major shop repair is required; disassembles parking meters; checks gears, stems, bearings, clock

parts and other mechanical parts; assembles meters and checks for gear train reactions, proper timing of clock, correct coin count and correct purchased time; converts parking meters to various time limits using factory conversion kits; services and repairs coin collection bags and boxes; maintains and replenishes inventory of meter parts; submits daily work report of meters serviced or repaired; and performs minor maintenance and cleaning of parking control equipment and facilities.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Rules and regulations governing government parking lots and vehicle parking on other government property; county traffic codes relative to parking; simple record keeping and report writing; methods, tools, equipment and materials used in testing and repairing manual and automatic parking meters.

Ability to: Follow oral and written instructions; operate a radio-equipped motor vehicle, walkie-talkie, understand and explain rules, regulations and procedures concerning parking lots; deal tactfully and effectively with the general public; serve as witness in court; obtain facts and submit written reports concerning accidents, complaints, incidents and violations; operate a cash register; perform simple arithmetic (addition, subtraction, multiplication, division); direct traffic in assigned areas; operate a drill press, buffer, grinder and other machine shop equipment required for the repair and servicing of parking meters; and perform minor maintenance and cleaning of parking control equipment and facilities.

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This is an amendment to the class specifications for the class PARKING & SECURITY OFFICER II, which were approved on February 14, 2000.

DATE APPROVED: July 1, 2013

  
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BARBARA A. KRIEG, Director  
Department of Human Resources Development